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Weekly Report for Week Ending 23 July 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

- 25X1A9A a. Records Management Survey of Specialized Recruitment Branch,
PPD, OP

✓ Completed installation of Subject-Numeric File. Completed consolidation of case files for recruitment lead sources, colleges, and universities. Records survey has resulted in a net benefit to date of at least \$1,380 as itemized below:

Returned 2 legal 4-drawer safes, replacement cost of	\$856
Returned 1 letter 4-drawer safe, replacement cost of	\$411
Released floor space for other use (24 sq. ft. @ \$4.72	1107
yearly rental paid by GSA.)	<u>\$113</u>
	\$1,380

2. Assignments

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- ✓ a. OTR - Records Control Schedule

No change from previous report.

- 25X1A9A b. Legislative Counsel

Revision of the Records Control Schedule is being prepared. A total of 77 cubic feet of records and legislative publications will be covered by the schedule.

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- c. Records Management Training for ARO/OP

Four hours on-the-job training in installation of Subject-Numeric Files was given to Mrs. in OP/PPD/SRB.

- d. Suggestions Award Staff

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25X1A9A Revamping of the subject index file has been completed and put into operation. Mr. JOT, has finished his orientation tour with the SAS group.

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- ✓ e. Records Management Survey/Office of Personnel

Selection of Filing Supplies for the Pilot Installation has been completed. The type of folder requested by Mr. has been dropped because of price.

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f. OSI Subject Files Installations

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File installations have been suspended until further notice from OSI personnel.

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✓ g. OSI - Annual Revision of Records Control Schedules

Received revised Records Control Schedules together with their annual report. Schedules are being reviewed and their disposition program audited to study the effectiveness of the general type schedule adopted by OSI on a trial basis last year.

✓ h. OCR Records Clean-Up Campaign

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Assisted ARO in preparing for an intensive two week Clean-Up Campaign of records and records equipment in OCR. Drafts have been prepared of an all-employee notice from AD/CR; detailed instructions to a records custodian in each Division; and a reporting system to measure results. This OCR campaign should provide experience which will be useful in the proposed Agency-wide campaign later. Timing seems appropriate now that a Records Management Committee for OCR has begun to function and just after completion of the inventory of records and equipment.

3. Vital Materials

Participated in Operation Alert 1958. Details of this year's exercise may be found in report to Chief, Records Management Staff.

4. News

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- a. Assisted Mrs. newly appointed ARO for ONE, in preparing records disposition report and equipment inventory required by Records Disposition Staff.

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- b. ORR - Changes to Records Control Schedule
Reviewed and approved changes to Records Control Schedule which resulted in deleting three items and adjusting cut-off procedure on one item to permit earlier destruction.

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from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 41 actions requiring the printing of 661,000 copies or sets of blank forms. This represents a substantial increase from the FY 59 weekly average of 30 actions and 392,070 copies.
- (2) Eight new forms were approved.

b. Intangible

- (1) Revision of the Security Check Sheet Form and the implementation of Employee Suggestion No. 38-400 is completed and ready for final coordination with the Office of Security. This revision will reduce by one-half the number of check sheets printed, stocked, used and forwarded to the OS. This will mean tangible benefits of \$126.00 from printing alone. 25X1
- 25X1A9A (2) Produced statistical and background information for the use of the Printing Services Division and the Cable Secretariat in their evaluation of an employees suggestion concerning re-production of four Agency Forms 25X1
- 25X1A9A (3) Printing Services Division Survey. Designed three forms; sent two for printing and one to the Administration Printing Plant for coordination with AEC, State Department and CIA Security Offices.
- 25X1A9A (4) Requirements for the number of copies of forms in our case files has been reduced from seven to five. This will help decrease our filing space requirements.
- 25X1A9A (5) Reviewed employee suggestions 58-594 and 1349; recommended referral to DD/P (58-594) and CODIAC (1349) prior to final review by us.
- 25X1A9A (6) In view of the current world situation approved reprinting of Information Report Forms 1, 1a and 1b in increased amounts. Recommended to SD/OL and PD/OL that procurement orders on 1a and 1b be combined to obtain better delivery and price concessions. Also recommended that SD/OL review current status of related forms 1a-1 and 1c, and if the situation warrants it, replenish these forms now on the same order as the 1a and 1b.

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- (7) Reviewed proposed Security publications, []
- [] Recommended numerous changes in the Handbook to correct inconsistencies and to obtain conformance with report recommendations of the Working Group on Document Security Indications made to and adopted by the Ad Hoc Subcommittee on Information Processing of the Intelligence Advisory Committee (AHIP) now known as CODIAC (Committee on Documentation of the Intelligence Advisory Committee). The one recommendation of greatest potential benefit concerned the requirement that all CONFIDENTIAL and SECRET material be logged. This was strongly attacked as being unnecessary, unrealistic, unenforceable, unduly expensive, and a vast waste of time for the marginal value received. It was pointed out that even though this requirement has been on the books for some time, it is either followed completely with vast grumbling and expenditures of time by some offices, or others ignore it completely without any apparent adverse effects and without being brought to task by Security or the IG. It was suggested that rigid controls be limited to TOP SECRET, RESTRICTED DATA, EYES ONLY, REGISTERED MAIL and other special types of data really requiring rigid controls. This recommendation obviously will require the strong endorsement of Mr. [] to be adopted. Possibly an interpretation of, or an exception to, the Executive Order may be needed to adopt. []

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- (8) For all effective purposes, the first major phase of the POUCH PROJECT O/S Forms Review has been completed.

- (a) All forms authorized for overseas (O/S) use as of June 1958 were reviewed to determine which could be locally reproduced O/S by TSS facilities []
- [] It is technically feasible to reproduce 200 forms O/S. The balance, 65 due to size, construction, or other technically limiting factors must be procured here and shipped O/S. SD/OL is now studying the issue experience on these forms and will make use data by Area and total annual usage O/S available to us. We will jointly decide then which of these forms should be locally reproduced and which should continue to be shipped. Shipments will be made to three depots adjacent to the TSS facilities listed above. Depots will keep back-up stocks to serve all stations in the area.

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- (b) The machine listing of 426 O/S forms and the OS list of 241 Agency O/S forms were reviewed. Ninety-four were deleted from the lists. Twenty-four were obsolete or had been redesignated. Seventy were changed from O/S to H/O []
- [] Forty-nine forms were added to the lists to bring them up-to-date as of 21 July 1958. The Current Master FMB list shows 324 forms authorized for O/S use. Two hundred and []

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- (c) Shipment categories were obtained in collaboration with OS and the CI Staff. The Master Index and FMB Control Cards were appropriately marked. A new category, SHIP IV was established after coordination with OS. This covers

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- (d) As a by-product of the review, discrepancies between the machine listing and our control cards were resolved; cards were appropriately tabbed with visible index signals; excess copies of blank forms removed from folders and destroyed; worn-out file folders and some cards replaced, and related housekeeping improvements made.

(e)

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All additions, deletions and corrections will be posted to both the Master Index and our Control Cards this week. Machine Records Division has then agreed to work from this list, punch new cards, verify, and run a corrected Machine Index of O/S Forms by 30 July 1958. This list will initially be distributed in Headquarters on a limited basis. Ultimately, it will be issued as an attachment to an Agency Notice being developed by OS covering the general subject of classification and shipment of Forms overseas.

- (f) We plan later on to refer all remaining O/S Forms to the Offices of Primary Interest for a further, more intensive review. It is anticipated that the list can be even further reduced. In the meantime, all new and revised O/S Forms are being coordinated with OS, CI Staff and EO/DD/P on a day-to-day basis.

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2. Assignments

a. Active

(1) Eleven employee suggestions are being evaluated.

(2) Twelve new and 14 revised forms are pending.

(3) Travel Order Form Revision.

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(4) Printing Services Division.

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(5) Agency Chain Envelope.

(6) Annual Project of revising

Questionnaire.

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(7) Forms part of the Pouch Project. ☐

3. News

✓ a. The Comptroller has returned the proposed Travel Order Form concurring in the need for a revised and improved form, but differing on a number of minor points with the draft submitted for coordination. We will try to reconcile their recommendations with OP and OL as soon as possible so that a DD/S position can be set and the form then referred to DD/P for approval. ☐

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x b. To clarify a fuzzy area we have defined the Scope of Use, Item #20 on Form 30 as follows: Use means the act of completing or filling in the blank form. The processing or filing of one or more copies of a filled in form is not construed as use. EXAMPLE - A form completed at headquarters on which two copies are sent to the field for information and file will be marked headquarters only - not headquarters only and overseas. ☐

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